

APPLICATION
MONROE COUNTY
PLANNING & ENVIRONMENTAL RESOURCES DEPARTMENT



Request for a Special Vacation Rental Manager License

Vacation Rental Manager License Application Fee: \$106.00

Date of Submittal: ____/____/____
Month Day Year

Applicant Name:

Name

Mailing Address (Street, City, State, Zip Code)

Daytime Phone

Evening Phone

Email Address

Sub Area (Upper Keys, Middle Keys or Lower Keys): _____

All of the following must be submitted in order to have a complete application submittal:
(Please check as you attach each required item to the application)

- ☐ **Complete vacation rental manager license application** (unaltered and unbound);
- ☐ **Correct fee** (check or money order to Monroe County Planning & Environmental Resources)

If deemed necessary to complete a full review of the application, the Planning & Environmental Resources Department reserves the right to request additional information.

The license shall be issued for a period of one (1) year and renewable annually.

The vacation rental manager shall reside within and be licensed for only one sub-area of the County where the vacation rental unit is located. The vacation rental manager shall be the designated contact person for responding to complaints made by neighbors against vacation rental tenants and responsible for maintaining the guest register, and official complaint response records for a vacation rental unit.

APPLICATION

The vacation rental manager shall be available twenty four (24) hours a day, seven (7) days a week for the purpose of promptly responding to complaints regarding conduct and behavior of the vacation rental occupants or alleged violations of the vacation rental ordinance.

Complaints to the vacation rental manager concerning violations by occupants of vacation rental units shall be responded to within one (1) hour. The neighbor who made the complaint shall be contacted by phone or in person and informed as to the results of the actions taken by the vacation rental manager. A record shall be kept of the complaint and the manager's response for a period of at least three (3) months after the incident, which shall be available for inspection by the Monroe County Code Enforcement Department during business hours.

The guest register shall list all of the vacation rental occupant's names, home addresses, telephone numbers, vehicle license plate and water craft numbers.

Each lease, provided by the owner, and this register shall be kept by the vacation rental manager and made available for inspection by Monroe County Code Enforcement Department personnel during business hours.

After notice is given to the vacation rental manager and a public hearing is held, a vacation rental manager license shall be revoked by the planning commission and/or fines levied by the code enforcement special master or court of competent jurisdiction upon finding of: a) a total of two (2) or more "no responses" to complaints registered by the public concerning tenants not following terms of the Tenant's Agreement during any single year of the vacation rental manager's license; or b) two (2) or more violations of the duties and responsibilities of a vacation rental manager. An individual who has had his vacation rental manager's license revoked shall not be eligible to resubmit an application for obtaining a new vacation rental manager license until two (2) years after the date of revocation of his license.

I certify that I am familiar with the information contained in this application, and that to the best of my knowledge such information is true, complete and accurate.

Signature of Applicant: _____ **Date:** _____

Printed Name of Applicant: _____

Sworn before me this _____ day of _____

Notary Public
My Commission Expires

Please send the complete application package to the Monroe County Planning & Environmental Resources Department, Marathon Government Center, 2798 Overseas Highway, Suite 400, Marathon, FL 33050.

To be completed by the Planning & Environmental Resources Department:

Special Vacation Rental Manager License Number:

Signature of Director of Planning & Environmental Resources:

Approval Date:
